



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RSQ)
THRESHOLD INSPECTION AND CONSTRUCTION MATERIALS TESTING FOR TWO
SPECIFIC PROJECTS, AND SIMILAR RELATED EFFORT FOR OTHER PROJECTS ON AN
ON-CALL CONTINUING CONTRACT BASIS

RSQ Number:	10-0217	Response Due Date	June 23, 2010
RSQ Issue Date:	May 27, 2010	Response Due Time:	3:00 p.m.
Pre-Response Conference Date	None	Contracting Officer	B. Schwartzman

The County, in fulfillment of its interest and desire to realize maximum competition throughout its procurement program, invites and encourages your participation in this competitive purchasing action. If, after review of all requirements you decide not to participate in this solicitation at this time, or would prefer not to receive further notices of solicitations for services of this type, please mark the appropriate space immediately below and return this sheet only.

_____ Not interested at this time; please keep our firm on your List for future requests for this service.
 _____ Please remove our firm from your Bidder's List for this type of service.

The respondent hereby agrees to furnish the services pursuant to all requirements, specifications, and scope of services contained in this solicitation document, and further agrees that the language of this document shall govern in the event of a conflict with his or her response. By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response for the services, and is in all respects fair and without collusion or fraud.

THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD

COMPANY NAME:		DATE:
MAILING ADDRESS:		PHONE:
		FAX:
CITY:	STATE:	ZIP:
SSN OR FEDERAL TAX NO:	TITLE OF AUTHORIZED REPRESENTATIVE:	
E-MAIL:		WEB URL:
AUTHORIZED SIGNATURE:		PRINTED NAME:

Electronic Payment: Please certify whether the bidder will accept payment processed through the County's VISA-based electronic payment system: ☐ Yes ☐ No (Check one)

DUNS Number (Insert if this action involves a federal funded project): _____

SECTION 1.0 – SCOPE OF WORK AND SPECIFIC CONTRACT REQUIREMENTS

1.1 Purpose

Pursuant to Florida Statute 287.055 (the Consultant’s Competitive Negotiation Act or CCNA), and the “business friendly” initiatives approved by its Board of County Commissioners, Lake County is soliciting statements of qualifications and letters of interest from firms qualified to provide Threshold Inspection per Section 553.79, Florida Statutes, and Construction Materials Testing in support of two specific projects (the Lake County Judicial Center Expansion and the Lake County Emergency Operations Center), and to provide those and similar related types of structural construction services for various other projects on an as-required, on-call basis (hereafter referred to as “continuing contract” effort). One vendor will be selected for the totality of the work effort(s). The continuing contract for on-call effort in support of projects other than the two projects specifically identified above shall be conducted in compliance with Florida Statute 287.055.

Respondents are advised that any award under this solicitation will be by separate bilateral contract.

1.2 Scope of Work

Details regarding the work to be performed are listed at Appendix One of this solicitation. Responding firms are advised that all services within Appendix One are to be provided by the single awarded vendor. There is no option for a responding firm to seek or be awarded a contract for only threshold inspection services or only construction materials testing services.

1.3 Qualifying Standards

Pursuant to Chapters 471, 472, and/or 481, Florida Statutes, as applicable to this solicitation, firms or individuals shall be registered with the State of Florida and have obtained at least the minimum thresholds of education and experience required by the applicable statute(s).

Responding vendors must exhibit compliance with the qualification standards and evaluation factors stated in Section 287.055, Florida Statutes, to be considered for award under this solicitation. Respondents are advised their location, and their listing of subcontractors, to include location and respective percentage of use, are a listed evaluation factor under CCNA. Additional detail in this regard is stated in Section 3.7.3. Adherence to the following additional qualifications is also required for a responding vendor to be considered for award:

1. General familiarity with the specific project and site identified in 1.1 above.
2. Previous experience with similar governmental projects having a specific focus on Public Safety and Law Enforcement requirements.

1.4 Period of Performance / Term of Contract

A. For the Specific Project Effort stated in 1.1 above: Work under the task orders issued in support of the two projects specifically identified in 1.1 above shall commence upon formal notice to proceed or notice of award. For the purposes of this solicitation, the County has established a performance period lasting through the end of calendar year 2012 for these projects. A firm completion period will be specified in the final resulting contract. Actual start of performance is contingent upon the completion and submittal of all required award-related documents. The County specifically retains the right to re-initiate the contract after

expiration or completion of the specific task orders, or after expiration of the contract itself, if additional work directly related to the specific projects is required after such expirations occur.

B. For “Continuing Contract” Effort stated in 1.1 above: Work under any effort relating to the “continuing contract” portion of the contract resulting from this solicitation may be ordered commencing with the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated by the County. Actual start of performance is contingent upon the completion and submittal of all required award-related documents. The initial contract term for “continuing contract” effort shall be one (1) year, and then the contract will remain in effect until completion of any expressed and/or implied warranty period. The contract prices resultant from this solicitation shall prevail for the full duration of the total contract term unless otherwise indicated elsewhere in this document. The contract term may be extended as necessary to allow for completion of effort ordered during the original contract term or any annual term extension as discussed in 1.5 below. The County also specifically retains the right to re-initiate the contract after its expiration under the original, or any optional extension, term if additional work directly related to any projects performed under the “continuing contract” portion of the overall contract is required after such expiration occurs.

1.5 Option to Renew (Applicable to the “Continuing Contract” Portion of the Contract Effort)

Prior to, or upon completion, of the initial term of this contract for “continuing contract” effort, the County shall have the option to renew this contract for four (4) additional one (1) year periods. The vendor shall maintain, for the entirety of the stated additional period(s), the same prices, terms, and conditions included within the originally awarded contract. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

1.6 Key Contractor Personnel

In submitting a qualifications package, the respondent is representing that each person listed or referenced in the qualifications package shall be available to perform the services described for the County, barring illness, accident, or other unforeseeable events of a similar nature in which case the respondent must be able to promptly provide a qualified replacement. In the event the respondent wishes to substitute personnel, the respondent shall propose a person with equal or higher qualifications and each replacement person is subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

1.7 Prohibition Against Contingent Fees

Any contract entered into as a result of this request for response shall contain the following statement.

“I, as an authorized agent of *[firm name]* warrant that *[firm name]* has not employed or retained any company or person, other than a bona fide employee working solely for *[firm name]* to solicit or secure this agreement and that *[firm name]* has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for *[firm name]* any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.”

1.8 Truth In Negotiation Certificate

For each contract that exceeds One Hundred Fifty Thousand dollars (\$150,000.00), any organization awarded a contract must execute a truth-in-negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete, and current, at the time of contracting. Any contract requiring this certificate shall contain a provision that the original contract price and any additions shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract.

1.9 Insurance Requirements

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and/or before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for timely provision of certificate(s) of insurance to the County at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$1,000,000
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Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc.). If not required by law to maintain workers compensation insurance, the vendor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or compensation.

Employers Liability insurance with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employee	\$1,000,000
Disease-Policy Limit	\$1,000,000

Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

The following additional coverage must be provided if a dollar value is inserted below:

Loss of Use at coverage value: \$ _____

Garage Keepers Liability at coverage value: \$ _____

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on all applicable liability insurance policies.

The certificate(s) of insurance, shall provide for a minimum of thirty (30) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance. It is the vendor's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

Certificate(s) of insurance shall identify the applicable solicitation (ITB/RFP/RFQ) number in the Description of Operations section of the Certificate.

Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AND
THE BOARD OF COUNTY COMMISSIONERS.
P.O. BOX 7800
TAVARES, FL 32778-7800

Certificates of insurance shall evidence a waiver of subrogation in favor of the County, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the County.

The Vendor shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime vendor evidencing coverage and terms in accordance with the Vendor's requirements.

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such self-insured retentions, or the vendor or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the vendor and/or sub contractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor or Subcontractor(s), nor a failure to disapprove that insurance, shall relieve the vendor or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

Section 1.10: Special Notice to Vendors Regarding Federal Requirements

Portions of the work to be performed under this contract may be supported in whole or in part by State or Federal funding. Therefore, this solicitation and any resulting contract may include provisions related to various specific federal requirements. Detailed review of all terms and conditions included in this solicitation and resultant contract is strongly encouraged to ensure that full compliance with all contractual requirements is considered during the solicitation response process.

Responding vendors are hereby advised that the Emergency Operations Center is a grant funded project. The selected vendor for that project shall comply with all terms and conditions of the funding grants listed below, and any others which are received at any time during the duration of the project. Should any requirements or conditions of the County's scope of services or associated contract conflict with any aspect of the grants, the grant requirements shall prevail as the applicable requirement. The grants listed below are those currently known to apply to the EOC project. Copies of these grants in their entirety are accessible on the County procurement website as an additional document associated with this Request for Statement of Qualifications.

FEMA EOC Grant program: Contract #10-DS-58-06-45-01-xxx

State Grant Agreement: Contract #07-CP-5M-06-45-01-392

State Grant Agreement: Contract #07-EC-33-06-45-01-497

Federal Hazard Mitigation Grant Program: Contract #07-EC-33-06-45-01-497

SECTION 2.0 – GENERAL TERMS AND CONDITIONS

2.1 Definitions

“Request for Statements of Qualifications (RSQ)” means a formal solicitation inviting statements of qualifications.

“Response” means the information submitted by the respondent in response to this RSQ.

“Respondent” means the person, firm, or corporation who submits a response.

“County” means Lake County, Florida.

“Board of County Commissioners” or “BCC” means the governing Board of Lake County, Florida.

“Contractor” means a respondent awarded a contract from this solicitation.

“You” and “your” mean the same as the term “respondent” above.

“Shall”, “must”, or “will” are equivalent in this RSQ and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the County.

“Should” or “may” are equivalent in this RSQ and are permissive in nature. Deviation from such a condition or requirement will not by itself cause automatic rejection of a qualifications package, but may be a factor considered in the overall evaluation process.

2.2 General Qualification Guidance

Receipt of this document does not indicate that the Procurement Services office has pre-determined your company's qualifications to receive a contract award. Such determination will be based on evaluation of your qualifications package compared to the specific requirements and qualifications contained in this document.

Section 287.055, Florida Statutes, “The Consultants’ Competitive Negotiation Act” will be followed to secure the required firm. The Contracting Officer listed on the face page will be responsible for the selection process and will be the sole point of contact for all respondents. In addition to the materials provided in the written responses to this RSQ, the County may utilize site visits or may request additional material, information, presentations or references from the respondent(s) that submitted qualifications packages.

2.3 Incurred Expenses

This RSQ does not commit the County to make an award nor shall the County be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a qualifications package or offer, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement. By submitting a qualifications package, the respondent agrees that all costs associated with the preparation of the qualifications package will be solely the respondent’s responsibility. The respondent also agrees that the County bears no responsibility for any costs associated with the preparation of the qualifications package, preparing and delivering presentations, and/or any administrative or judicial proceedings resulting from this solicitation process.

2.4 Minor Irregularities

The County reserves the right to waive minor irregularities in submitted qualifications packages when such action is in the best interest of the County. Minor irregularities are defined as those that have no adverse effect on the County's best interests, and will not affect the outcome of the selection process by giving the respondent an advantage or benefit not enjoyed by other respondents.

2.5 Collusive Responses

The respondent certifies, by submission of a response, that its response is made without any previous understanding, agreement or connection with any person, firm or corporation making a response for the same service with prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. Any evidence of collusion among respondents and prospective respondents acting to illegally restrain freedom of competition by agreement to offer a fixed price, or otherwise, will render the responses of such responders void.

2.6 Conflict Of Interest

If any officer, director, or agent of your organization is also an employee of the Lake County Board of County Commissioners, then you shall clearly identify in your response the name of the individual(s) and the position he or she holds in your organization. Further, you shall disclose the name(s) of any County employee(s) who owns, directly or indirectly, any interest in your organization or any of its branches. This does not include stock in a publicly traded organization unless the individual holds more than a ten percent (10%) stake. You shall complete and have notarized a Conflict of Interest Form (Form A-1) and include it in your qualifications package.

If there is a conflict of interest as defined above and by Chapter 112, Part III, Florida Statutes, Code of Ethics for Public Officers and Employees, the issue will be addressed to the County Attorney Office for review and opinion whether or not the respondent can be considered for award.

2.7 Public Entity Crimes

Pursuant to Section 287.132 and 287.133, Florida Statutes, the County, as a public entity, may not consider a qualifications package from, award any contract to, or transact any business in excess of the threshold amount set forth in Section 287.017, Florida Statutes, with any person or affiliate on the convicted contractor list for the time periods specified unless such person has been removed from the list pursuant to law. By submitting a qualifications package in response to this RSQ, the respondent is certifying that it is eligible for award under this solicitation pursuant to Section 287.132 and 287.133, Florida Statutes.

2.8 No Confidentiality of Information

When the qualifications package is opened, it becomes a public record, except as listed below. All material submitted becomes the property of the County and may be returned only at the County's option. The County has the right to use any or all ideas presented in any reply to this ITB. Selection or rejection of a qualifications package does not affect this right.

The County is governed by the Public Records Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets as defined in Section 812.081, F.S., will be exempt from disclosure. If a respondent submits trade secret information, the information must be segregated and each pertinent page must be clearly labeled "**trade secret.**" The County will maintain the confidentiality of such trade secrets to the extent provided by law. If a respondent labels all or most pages "trade secret", the Respondent may not be considered for award.

Also pursuant to Section 119.071 (c), F.S., financial statements will be exempt from examination by anyone other than legally authorized County employees or agents. The County will maintain the confidentiality of such financial data to the extent provided by law.

SECTION 3.0 – SUBMITTAL OF RESPONSE AND AWARD

3.1 Response Location, Date, and Time

The vendor response to this solicitation, along with the specified number of copies, shall be received at the specified location, date, and time specified on the front page of this solicitation. Any original response package received at the specified location after the specified date and time will not be considered and will be returned unopened to the submitter at the submitter's expense.

3.2 Delivery of Qualifications Packages

Unless the Qualifications Package is delivered in person by a person from the responding organization, **ALL** incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (Fed-Ex, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility **PRIOR** to delivery to any Lake County Government facility, which includes the Lake County Procurement Services office. Each package shall be clearly marked with RSQ number, title, and company name.

If you plan on bringing your Qualifications Package **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 416
TAVARES, FLORIDA 32778

If you submit your Qualifications Package by the **U. S. POSTAL SERVICE**, please mail it to:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

If you submit your Qualifications Package by a **THIRD PARTY CARRIER** such as Fed-Ex, UPS, DHL, or a private courier, please address it to:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
418 W. ALFRED STREET
TAVARES, FL 32778

NOTE: Submission via facsimile (fax) or email or other electronic media will not be accepted.

3.3 Public Opening of Responses on Specified Due Date

At the date and time specified, all timely qualifications packages that have been accepted by the County will be formally opened and conditionally accepted for consideration. The names of the firms submitting packages will be read aloud and recorded. Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public openings or meetings should contact the Procurement Services office at least five (5) days prior to the scheduled response due date.

3.4 Questions Concerning This Solicitation:

Questions concerning any portion of this RSQ shall be directed in writing [fax and e-mail accepted] to the below name individual who shall be the official point of contact for this RSQ. Questions should be submitted at least seven (7) days before the response due date date.

B. Schwartzman, Procurement Services Director
Lake County BCC
Procurement Services
315 W. Main Street, Room 416
PO BOX 7800
Tavares, FL 32778-7800
Phone: 352.343.9839, Fax: 352.343.9473,
E-mail: bschwartzman@lakecountyfl.gov

Failure by a potential respondent to ask questions or request changes by the date indicated above shall constitute the respondent's acceptance of the requirements set forth in this RSQ. No answers provided by any party given in response to questions submitted shall be binding upon this RSQ unless released in writing as an addendum to the RSQ by the Procurement Services office.

3.5 Respondents Responsibility / Clarification and Addenda

While the County has used considerable efforts to ensure an accurate representation of information in this RSQ, each prospective respondent is urged to conduct its own investigations into the material facts and the County shall not be held liable or accountable for any error or omission in any part of this RSQ. It is incumbent upon each prospective respondent to carefully examine these requirements, terms, and conditions. A respondent, by submitting a qualifications package, represents that the respondent has read and understands the Request for Qualifications requirements and its response is made in accordance therewith and that the respondent is familiar with the local conditions under which the awarded Respondent must perform. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing [fax 352-343-9473 or e-mail are acceptable] in accordance with procedures set forth herein. The County will not be responsible for any oral communication given by any employee, agent, or representative of the County. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

If the County revises (amends) this RSQ, notice will be posted on the Lake County Internet site:

http://www.lakegovernment.com/departments/procurement_services/open_bids.aspx

You must acknowledge each addendum in your proposal. Failure to acknowledge each addendum may prevent your proposal from being considered for award. It is solely your responsibility to ensure that you have received all addenda to this RSQ before submitting your proposal.

Before submitting a qualifications package, each respondent shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the respondent will rely. If the respondent receives an award, failure to have made such investigations and examinations will in no way relieve the respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the respondent for additional compensation or relief.

3.6 Restricted Discussions

From the date of issuance of this solicitation until final County action, vendors should not discuss the solicitation or any part thereof with any employee, agent, or any other representative of the County except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

3.7 Specific Directions Regarding Format and Contents of Response

Firms, organizations, joint ventures, or individuals interested in submitting a qualifications package (offer) in response to this RSQ shall submit one (1) original, marked "ORIGINAL," and five (5) copies, each marked "COPY," of their qualifications package for review and evaluation by the County. Failure to provide the required copies and information may result in the qualifications package not being considered.

To facilitate analysis of its qualifications package, the respondent shall prepare its qualifications package in accordance with the instructions outlined in this section. If the respondent's qualifications package deviates from these instructions, such response may, in the County's sole discretion, be rejected. The County emphasizes that the respondent concentrate on accuracy, completeness, and clarity of content.

3.7.1 Economy of Presentation

Each qualifications package shall be prepared simply and economically, providing a straightforward and concise description of the respondent's capabilities regarding the conditions and requirements of the specific work to be performed pursuant to this RSQ. Elaborate bindings, colored displays, and any superfluous promotional material are not desired, and at a level considered unwarranted by assigned evaluators, may serve as evidence of cost inefficiency supportive of a lower technical rating. Emphasis in each qualifications package must be on completeness and clarity of content. To expedite the evaluation of qualifications packages, it is **mandatory** that respondent follow the format and instructions contained herein. The County retains the prerogative to reject any response that does not essentially conform to the stated requirements.

3.7.2 Qualifications Package Guidelines

Cross Referencing - To the greatest extent possible, each section shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the qualifications package. Information required for evaluation of qualifications, which is not found in its designated section, will be assumed to have been omitted from the qualifications package.

Abbreviations and Acronyms – All abbreviations and acronyms used in the qualifications package shall be explained and/or defined upon their first usage in each section of the qualifications package.

Page Limitation, Size, and Format – Responses are limited to a total page count not to exceed 50 pages. This count includes all response content to include completed County Forms 1A, and 1 through 6, but excluding tab sheets, covers, or any County-issued addenda pages. Page size shall be 8.5 x 11 inches, not including

foldouts. Pages may be single-spaced. The text size should be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics, and not for pages of text.

Binding and Labeling – The entirety of the qualifications package should be spiral bound on the left margin to permit the qualifications package to lie flat when opened. All response sections must be appropriately separated and tabbed. Staples shall not be used.

3.7.3 Qualifications Package Sections

The respondent shall organize its qualifications package into the following major sections.

COUNTY’S RSQ COVER SHEET

TAB A – STATEMENT OF INTEREST: To be submitted on the firm's letterhead.

The statement of interest shall:

- Concisely state the firm's understanding of the services required by the County.
- Include additional relevant information not requested elsewhere in the RSQ.
- The signature on the statement shall be that of a person authorized to bind the firm.

Tab A shall also contain a properly completed, signed, and notarized Form A-1, Conflict of Interest Disclosure Form.

TAB B – FIRM PROFILE: Include completed Form 1 and a copy of the respondent’s current State of Florida Board of Professional Regulation License.

TAB C – TEAM COMPOSITION AND SUBCONSULTANTS: Complete Form 2. List the key people proposed for the County’s project along with any proposed sub consultants. Include a copy of each person’s current State of Florida Board of Professional Regulation License. Additional resumes and/or information about the individuals proposed on this team may be attached but will be included in the total page count. Respondents are advised their location, and that their listing of subcontractors, to include location and respective percentage of use, are a listed evaluation factor under CCNA, and that this information will be considered and documented throughout the evaluation and award process.

TAB D – LOCATION AND PERCENTAGE OF WORK TO BE COMPLETED: Complete Form 3.

TAB E – SIMILAR PROJECTS: Complete Form 4. This form may be reproduced.

TAB F – VOLUME OF WORK: Complete Form 5.

TAB G – ADDITIONAL INFORMATION: Complete Form 6.

3.8 Withdrawal of Qualifications Package

You may withdraw your qualifications package or modify it at any time prior to the official response due date and time. You shall be required to produce photo identification that satisfies the County prior to withdrawal or modification of your qualifications package. Negligence upon your part in preparing your qualifications package confers no right of withdrawal after the time fixed for the submission of qualifications packages.

3.9 Qualifications Package Acceptance / Rejection

The County reserves the right to accept or reject any or all qualifications packages received as a result of this RSQ, or to negotiate separately with competing contractors. The County reserves the right to waive any informalities, defects, or irregularities in any qualifications package, or to accept that qualifications package, which in the judgment of the proper officials, is in the best interest of the County and the citizens of Lake County.

3.10 Discussions and/or Presentations After Initial Response

The County, at its sole discretion, may conduct discussions with, and/or require formal presentations by, any respondent without charge to the County. The County reserves the right to require any respondent to demonstrate to the satisfaction of the County that the respondent has the fiscal and technical ability to furnish the service(s) or product(s) as proposed. The County shall be the sole judge of compliance in this regard. The County reserves the right to conduct discussions with any respondent(s) which has (have) been “short-listed” as a most-qualified respondent.

Respondents are cautioned not to assume that they will be asked for discussions or a presentation and should include all pertinent and required information in their original qualifications package.

Discussions and/or presentations shall follow the spirit and intent of provision 3.7.1 above. Any formal presentations that are overly elaborate and appear to rely more on the technical manner of presentation rather than on the actual content of presentation will be subject to lesser technical ranking. The discussion and/or presentation shall be focused on the essentials of the project itself, and, unless requested by the respondent and approved by the County, shall include no more than three representatives from the respondent, one of whom shall be the respondent’s proposed project manager for the effort to be performed. Any additional attendees must have a documented direct function in the work to be performed.

Upon completion of discussions and/or presentations with short-listed respondents, the County will determine which one (or more in the case of a multiple award continuing contract) of those respondents is considered the best qualified for the specific work being solicited. Pricing negotiations will then ensue with the respondent(s) in the manner stated in Section 287.055, Florida Statutes.

3.11 Award of Contract(s)

The County reserves the right to reject any or all responses, to waive any minor informality or irregularity in any response, and to make award to the response deemed to be most advantageous to the County within the selection factors and process cited within Section 287.055, Florida Statutes.

It is understood that the County is not obligated to make an award under or as a result of this RSQ or to award such contract, if any, on the basis of lowest cost or one factor alone. The County reserves the right to

award such contract, if any, to the best qualified respondent(s).

The County has the sole discretion, and reserves the right, to cancel this RSQ, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the County's best interests to do so.

Any qualifications package that is contingent upon an award or a contract for any additional service shall be rejected and not considered for an award.

In the event of default by the awarded Respondent, the County reserves the right to negotiate and award the contract to the next best qualified Respondent without any further competition.

3.12 Time Limit To Submit Required Award or Initial Performance Related Documentation

Within ten (10) calendar days after County notification of intent to award, or subsequent intent to proceed, any successful respondent must furnish all deliverables or documentation required to specifically support the County intent. If any successful respondent fails to furnish the required deliverables within the required time frame, intent to award, or award to that respondent may be withdrawn and award made to the next highest rated respondent.

3.13 Disputes/Exceptions

Any prospective respondent who disputes the reasonableness or appropriateness of any item within this RSQ document, any addendum to this RSQ document, notice of award or notice of rejection shall set forth the specific reason and facts concerning the dispute, in writing, within five (5) business days of the County's issuance of the qualifications package document or addenda, or notice of award or rejection. The written dispute shall be sent via certified mail or delivered in person to the County's Procurement Director, who shall administer the matter in the manner currently expressed in the County's formal protest procedure. However, respondents are advised that any protest based exclusively on disagreement with the technical judgment of evaluators is subject to summary rejection will be rejected unless there is any clear evidence of arbitrary or capricious action in that regard.

Any prospective respondent who may have any exceptions to any requirements set forth in this RSQ or the scope of work may identify the item(s) that exception is taken to, including the reason and include these item(s) in a separately marked section of their submitted qualifications package. All such exceptions shall be evaluated by the County personnel involved in the review and evaluation process. It is recommended that any such exception or deviation be addressed to the assigned contracting officer in writing during the solicitation period.

FORM A-1

CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY that

1. I (*printed name*) _____ am the (*title*) _____
_____ and the duly authorized representative of the firm of (*Firm Name*) _____
_____ whose address is _____
_____, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,
3. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: _____

Printed Name: _____

Firm Name: _____

Date: _____

Sworn to before me this _____ day of _____ 2010.

,Personally known _____

OR Produced identification _____ Notary Public - State of _____

(Type of Identification) My Commission expires _____

(Printed, typed or stamped commissioned name of Notary Public)

FORM 1

FIRM PROFILE

1. Firm (or joint venture) Name and Primary Corporate Address	1c. Licensed to do business in the State of Florida _____ Yes _____ No
	1c. Registered to do business in the State of Florida _____ Yes _____ No
	1d. Name, Title & Telephone Number of Principal to Contact
1a. Firm is ____ National ____ Regional ____ Local FEIN # _____	
1b. Firm is a Certified Minority Business Enterprise _____ Yes _____ No	
2. Please list the number of people by discipline that your firm/joint venture will commit to the County's project.	
3. If submittal is by joint venture list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:	
3a. Has this joint venture previously worked together? _____ Yes _____ No	

Form 2**TEAM COMPOSITION**

Name of Prime Firm: _____

Role	Name and City of Residence of individual assigned to the project	Florida Active Registrations Number
Principal-in-Charge		
Project Manager		
Project Engineer (or Architect)		
Project Construction Administrator		
List other Key Members:		

Sub Consultants:

Role (i.e. Civil Engineering, Environmental, Landscape Architectural...)	Company Name & Address of Office Handling this Project	Projected % of Over-All Work on Entire Project	Name of Individual Assigned to this Project	Firm Worked with prime before (Yes or No)	Individual Worked with prime before (Yes or No)

Are there any contractual agreements between the respondent (prime consultant) and any of the proposed sub-consultants? ____ yes ____ no

If the answer is yes, the respondent shall attach, with their submittal, information describing the contractual relationship including a copy of any written contractual agreement.

FORM 3

LOCATION

1. Specify address of Prime Consultant's designated office where the majority of work on this project will be performed:

2. Indicate percentage of total over-all project fees projected to be performed on this project by the Prime Consultant's office specified above. (Do not include percentage of fees anticipated to be performed on this project by sub-consultants)

_____ %

3. Specify address of Prime Consultant's other office(s) where any part of the work on this project will be performed (if applicable):

4. Indicate percentage of total over-all fees projected to be performed on this project by the office specified above. Do not include percentage of fees anticipated to be performed on this project by sub-consultants.

_____ %

5. Indicate percentage of total over-all fees projected to be performed on this project by firms located within Lake County including the prime consultant and sub-consultants, utilizing information supplied above and on Form 2.

_____ %

FORM 4

PROFESSIONAL PERSONNEL FOR SIMILAR PROJECTS

Work by firm or joint venture members which best illustrate current qualifications relevant to the County's project that have been/is being accomplished by personnel that shall be assigned to the County's project. List no less than three (3) but no more than ten (10) projects.

4. <u>Project Name & Location</u>		<u>Project Owners Name & Address</u>
<u>Project Manager:</u>		
<u>Completion Date (Actual or Estimated)</u>		<u>Project Owner's Contact Person, Title, & Telephone Number</u>
<u>Estimated Cost (In Thousands)</u>	<u>Work for which firm was/is responsible</u>	
Entire Project		
\$	\$	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible)		
<u>Nature of Firm's Responsibility in Project</u> (Please give quantitative indications wherever possible)		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the County's Project</u>		

FORM 5

Prime Consultant's volume of work performed for the Lake County Board of County Commissioners
As a prime consultant and as a sub consultant – currently and previously

Name of Project (include continuing contracts)	Prime or Sub	Total Contracted Fee Amount	Approximate date of award of contract

FORM 6

Use this space to provide any additional information or description of resources (including any design capabilities) supporting your firm's qualifications for the County's project.

The foregoing is a statement of facts.

Signature: _____

Telephone Number: _____ Date: _____

Typed Name and Title: _____

APPENDIX ONE

SCOPE OF WORK FOR:

THRESHOLD INSPECTION AND CONSTRUCTION MATERIALS TESTING FOR VARIOUS SPECIFIC PROJECTS, AND FOR OTHER PROJECTS ON A CONTINUING BASIS

Lake County, whose government seat is located in downtown Tavares, Florida, is seeking a Structural and Construction Materials Testing Consultant with threshold inspection capabilities to provide services for the structural oversight and threshold inspection of the Lake County Judicial Center Expansion, Lake County Emergency Operations Center, and the construction and/or remodel of various other government buildings and related improvements which individually involve up to \$2,000,000 in construction cost per project. Construction projects other than the Lake County Judicial Center Expansion and the Lake County Emergency Operations Center shall be on an on-call basis. The successful candidate must be capable of providing various types of structural construction related services.

STRUCTURAL INSPECTION PLAN FOR LAKE COUNTY JUDICIAL CENTER EXPANSION

This Structural Inspection Plan for Threshold Buildings (Structural Inspection Plan) is intended as guidance for the Special Inspector so the facility can be inspected for compliance with the Contract Documents. The Special Inspector's local and state statutory duties are not modified by this Structural Inspection Plan. Local and state statutory requirements for Special Inspectors are to supersede any requirements of the Structural Inspection Plan that are in conflict. Further, the Construction Manager's contractual and statutory obligations and duties are not modified by the Special Inspector's performance of his duties. The Construction Manager has the sole responsibility for repair or replacement of any part or portion of the structure not constructed in accordance with the Contract Documents.

The Special Inspector does not replace the duties of the Building Official's Inspector, the quality control personnel of the Construction Manager or the duties of the Owner's construction materials testing agency. The Special Inspector is obligated to the Owner and Building Official for observing that the work is executed in full accordance with the Contract Documents and the applicable Building Codes. The Contract Documents are defined as the permitted Plans and Specifications, Addenda, and Change Orders. Inspections shall be conducted in such a manner so as not to delay the progress of the project.

I. GENERAL

- A. The Special Inspector shall be on-site to visually inspect the structural components that cannot be visually inspected after installation or construction.
- B. The scope of the inspection shall include, but shall not necessarily be limited to, the item listed in this Structural Inspection Plan. All structural components that are related to the public health, safety or welfare are to be inspected by the Special Inspector.
- C. The Special Inspector's main function is to assure that the structural components are constructed in accordance with the Contract Documents and the Building Code. The Special Inspector shall bring items within the Contract Documents that appear to be in conflict with other items in the Contract Documents or the Building Code to the immediate attention of the Architect, Construction Manager and Owner for clarification/resolution.
- D. The Special Inspector shall review and become familiar with approved shop, placement, and sequencing drawings prior to inspecting the work. The Special Inspector shall verify that

shop, placement, and sequencing drawings specified as requiring approval have approval stamps and are approved. Approval shall be by the Architect and the Construction Manager or by the Construction Manager where the Architect's approval is not required by the specifications.

- E. The Special Inspector shall immediately notify the Construction Manager of any part or portion of the structure not constructed in accordance with the Contract Documents and the Building Code. Deviations, which are not immediately corrected and brought into conformance, shall be reported to the Construction Manager in writing and copies thereof immediately submitted to the Owner, Architect and Building Official. The Special Inspector is responsible for verifying nonconforming parts or portions of the structure are corrected in conformance with the Construction Documents or in conformance with remedial drawings or procedures. Corrections in conformance with the Contract Documents require no action from the Engineer of Record. Corrections that deviate from the Contract Documents require an analysis and remedial drawings and procedures.
- F. Remedial drawings and procedures shall be prepared, and signed and sealed, by a Professional Engineer registered in the State of Florida and experienced in the type of work required. The Construction Manager shall retain the Professional Engineer who prepares the remedial drawings and procedures. Remedial drawings and procedures require review and, per Section 553.79(7)(d), Florida Statute, seal by the Engineer of Record prior to beginning remedial work.
- G. The Special Inspector shall keep a daily written record identifying type and location of structural component work being done, items inspected, deviations from the Contract Documents, record of placing and method of curing concrete, including weather, temperature, time of day and other information as required by the Building Official. A weekly progress report of daily inspections shall be submitted to the Owner, Architect (include an additional copy to the attention of the Structural Engineer of Record), Construction Manager and Building Official. The weekly progress report shall be a general summary of the daily inspection reports and shall not require reference to daily reports to understand the summary. Include in the weekly progress report a log of deviations reported in Item E and their current status. Corrected items are to be removed from the list after they have been indicated as corrected for one report. Weekly progress report shall include a statement indicating that the inspections were performed under the Special Inspector's direct supervision and that the structural components reported are being constructed, except for the deviations noted, in accordance with the Contract Documents and the Building Code.
- H. Submit a signed and sealed Certificate of Compliance and the statement as required by Section 553.79 (7)(a), Florida Statute, to the Building Official, Owner, Construction Manager and Architect stating that the structural components and other work inspected by the Special Inspector complies with the Contract Documents and the Building Code. Submit Certificate upon completion of the structure and prior to the issuance of a Certificate of Occupancy.

II. DISPLACEMENT PILES

- A. Verify size, reinforcement and grade locations comply with Contract Documents and approved shop drawings.
- B. Attend pre-installation conference.
- C. Confirm test pile program has been approved by Owner's Geotechnical Engineer. Confirm pile test structure has been designed by Construction Manager's registered professional

- engineer and that he has signed and sealed pile test structure drawings. Confirm test structure constructed in accordance with test structure drawings.
- D. Confirm testing agency and Construction Manager's Land Surveyor performing specified duties during test pile and structure pile installation. Review reports of Testing Agency and Land Surveyor for accuracy.
 - E. Verify piles installed in conformance with specified requirements. Verify damaged or misplaced piles are rejected and either withdrawn or replaced. Maintain sufficient records to verify accuracy of Testing Laboratory and Land Surveyor reports. Verify each pile installed in required location.
 - F. Verify that grout cylinders have been taken and handled in accordance with Contract Documents.
 - G. Verify pile cut-off elevations are correct and record lengths of piles driven.
 - H. Observe grout placement and installation of reinforcement.

III. EXCAVATION AND BACKFILL

- A. Verify Construction Manager has assumed responsibility for maintaining dewatering system from demolition contractor. Verify Construction Manager has accepted shoring and bracing system from demolition contractor.
- B. Verify excavation, shoring and bracing were performed in accordance with Construction Manager's foundation consultant's requirements and drawings if demolition contractor's system requires modification by the Construction Manager for project completion. Verify Construction Manager's foundation consultant performs supervision of additional excavation, shoring and bracing work.
- C. Observe excavations, bearing strata and sub-grade preparation. Verify removal of unsuitable material.
- D. Verify testing agency performed required tests for compliance with the Contract Document specification material testing requirements.
- E. Verify that the foundation subgrade soils have been prepared in accordance with specified requirements.
- F. Become familiar with the Geotechnical Engineering Investigation Report's recommendations for general site preparation, foundation subgrade preparation, and fill selection, placement and compaction, and use these as an aid or guide to identify important construction issues related to foundation and earthwork.
- G. Verify that over-excavation and structural fill and backfill is performed and compacted in accordance with the Contract Documents.
- H. Observe excavations of foundations and verify proper size, depth and that bottom of foundation elements do not extend below adjacent foundation elevations within a 1:1 slope.
- I. Verify utility trenches or other excavations do not extend below bottom of foundation elevations within a 1:1 slope from closest bottom edge of foundation.
- J. Verify construction operations do not impact the stability of the existing retention systems by undermining the base of existing walls and similar areas.
- K. Verify proper drainage of excavated areas and that Construction Manager has not allowed water to accumulate in excavations.
- L. Verify drainage fill and foundation drainage systems are properly installed.
- M. Verify that all structural requirements listed in the Contract Documents are in place prior to the Construction Manager beginning backfilling operations against below grade walls and structures.

- N. Verify Construction Manager is maintaining groundwater level at specified distance below bottom of foundation excavations.

IV. SLABS-ON-GRADE

- A. Observe subgrade preparation including backfilling compaction and performance of compaction tests by testing agency prior to installation of waterproofing and subdrainage systems, and reinforcement and concrete placement.
- B. Note any alteration and subsequent replacement of subgrade materials by mechanical, electrical, or other trades during the performance of their work.
- C. Check placement of reinforcing steel and lap lengths of reinforcing steel at splice locations.
- D. Verify waterproofing and subdrainage systems are properly installed.
- E. Verify placement of screeds to obtain proper level and thickness of slabs. Verify location of control joints and construction joints.
- F. Verify subgrade is moistened or other methods are used to prevent uneven curing of slab-on-grade. Observe concrete placement.
- G. Verify and observe slab curing procedure.

V. FORMWORK

- A. Observe general arrangement and location of forms for alignment, tightness, level, plumb and cleanliness, and conformance with tolerances set forth in Contract Documents.
- B. Verify that locations of construction joints do not impair strength of structure and reinforcing continues through joint in required position. Verify specified size limitation on concrete placement is not exceeded.
- C. Verify compliance with formwork shop drawings and shoring and reshoring plans submitted by the Construction Manager to the Building Official. Confirm shop drawings and shoring/reshoring plans are prepared by and signed and sealed by a professional engineer.
- D. Verify forms remain in place until specified requirements (based on concrete strength or age) for form removal has been complied with.
- E. Examine erected formwork, shoring, and bracing for compliance with formwork design, and that supports, fastenings, wedges, and ties are secure. Check support of forms for vertical and lateral stability.
- F. Observe forms during concrete placement to detect abnormal deflections or other signs of distress and inform Construction Manager immediately if abnormal deflections or other signs of distress are observed.
- G. Verify pour stops at slab edges and openings are the specified shape, gage, and type. Verify formed openings are the required size as noted in the Contract Documents.
- H. Verify the use of foundation side forms where required.
- I. Review formed concrete surfaces for defects immediately after removal of forms. Verify Construction Manager repairs and patches defective areas immediately after removal of forms in accordance with specified procedures.

VI. REINFORCING

- A. Check grade, size, quantity and spacing of reinforcing bars and welded wire fabric (WWF) for conformance with Contract Documents and approved shop drawings. Immediately report nonconforming items or conflicts to Construction Manager or his designated representative before concrete is placed so that corrections may be made.
- B. Check minimum cover requirements.

- C. Check spacing of chairs and bolsters for proper support of reinforcing and WWF.
- D. Check rebar and WWF splice locations. Verify location and required length of lap for lap splices. Verify location and type of mechanical splices (compression or tension) for reinforcing requiring mechanical splices.
- E. Verify that reinforcement is free of mud, oil, excessive rust or other materials that adversely affect or reduce bond. Verify that reinforcing and WWF is adequately supported to resist displacement or shifting during concrete placement.
- F. Note proper placing of wall and column dowels. Verify that templates are used where required to maintain alignment of column dowels and reinforcing.
- G. Verify proper location, embedment, type, and threaded projection above top of concrete for anchor bolts.
- H. Verify embedded items or sleeves do not interfere with the required location of reinforcing steel.

VII. JOINTS

- A. Note locations of construction or control joints in columns, walls, beams and slabs. Verify that construction or control joints are located in accordance with Contract Documents or approved joint location plans. Verify joint details.
- B. Verify location of expansion joint blockouts in slab. Verify size type and location of expansion joint devices between structural elements and at supports.
- C. Verify after construction that expansion joint devices allow the structure to expand or contract without obstruction.
- D. Verify waterstops installed at construction joints in concrete elements scheduled to receive surface applied waterproofing or placed over waterproofing material.

VIII. OPENINGS

- A. Verify prior to concrete placement that Architect of Record has approved openings if not shown on structural drawings. Record all openings greater than 4 inches through structural elements.
- B. Verify placement of additional reinforcing around openings in cast-in-place concrete.
- C. Verify sleeves and blockouts installed prior to concrete placement.
- D. Verify that Architect of Record has approved openings prior to coring or cutting opening.

IX. EMBEDDED ITEMS

- A. Verify location of conduits and pipes embedded in concrete elements are in conformance with Contract Document requirements or approved shop drawings. Verify that conduits and pipes do not disrupt the required location of reinforcing steel. Verify pipes, conduits, and sleeves do not disrupt reinforcing and that minimum cover and spacing are maintained.
- B. Verify reinforcing is not displaced beyond allowable tolerances due to location of embedded items.
- C. Verify location, type and size of embedded items for precast concrete, concrete masonry and window system elements are in conformance with approved embedment location plans.

X. CONCRETE

- A. Review all aspects of transporting, handling, and placement of concrete to avoid segregation of aggregate or other effects of improper conveying of concrete.

- B. Verify that the Owner's Materials Testing Laboratory has reviewed concrete production facilities for concrete incorporated into the project. Read the testing laboratory's report on their review of the concrete production facilities. Verify that the testing laboratory support staff has been informed and will be available to make required field tests.
- C. Maintain record of approved concrete mix designs and statement of intended use for each approved concrete mix design at site. Periodically inspect transit mix delivery slips to verify approved mix design and concrete design strength is supplied for structural elements being placed. Verify that elapsed time between batching and depositing of concrete is within allowable period.
- D. Verify that concrete unit weight meets the Contract Document requirements.
- E. Verify that addition of water to the concrete mix at job site is within Contract Document requirements.
- F. Observe concrete placement. Verify drop, vibration and consolidation aspects meet requirements of Contract Documents. Verify top of slab elevations, minimum slab thickness, and slopes.
- G. Verify that slump is measured in location(s) required by specification for each placement; advise Owner's Testing Laboratory to increase frequency of slump measurements when mix consistency is in doubt.
- H. Verify that concrete test cylinders have been taken and handled in accordance with Contract Documents. Verify field cured concrete test cylinders are also stored in accordance with specified requirements.
- I. Verify that curing methods comply with Contract Document requirements. Verify concrete surfaces are finished in accordance with Contract Documents. Observe curing process and verify concrete is cured in accordance with specified requirements.
- J. Review concrete cylinder test reports. Verify that test reports accurately state the location of concrete placed. Report under strength or unusual test reports in the weekly progress reports.

XI. PRECAST CONCRETE PANELS

- A. Verify that the Owner's Materials Testing Agency has visited each plant manufacturing precast concrete panels. Read the testing agency's reports on their review of the manufacturing facilities. Note problem areas identified that would be observable in the finished product. Observe precast elements arriving at the site to verify problem areas do not recur. If problem areas appear to be recurring, notify the Construction Manager, Owner, or Architect.
- B. Observe precast panels for structural damage or defects before installation.
- C. Verify all in-plant tests required by Contract Documents have been performed. Verify in-plant concrete tests and piece marks agree with approved shop drawings.
- D. Attend Pre-Installation conferences.
- E. Confirm Testing Agency and Surveyor performed specified duties during precast panel installation. Review reports of Testing Agency and Surveyor for accuracy.
- F. Verify inserts in precast elements and building structure are placed in accordance with shop and embedment drawings and are within allowable tolerances. Verify interface details between window washing equipment and precast panels have been coordinated. Verify interface details between precast panels and window system elements have been coordinated.
- G. Verify bearing pad type, size, location and condition of bearing surface prior to erection of precast panels.
- H. Confirm Construction Manager is providing temporary supports and bracing as required to maintain position, stability and alignment as precast panels are being permanently connected.

Confirm hoisting and handling devices are removed or treated in accordance with the Contract Documents.

- I. Verify that structure and anchorage inserts not within tolerances required to erect precast panels have been corrected before erecting panels.
- J. Verify precast panels and glazing system connections are in conformance with approved shop drawings. Confirm at least two connections to structure at top and at least two connections at bottom of each precast panel installed.
- K. Verify precast panels are installed in accordance with erection sequence plan.
- L. Verify that certified welders perform welded connections. Verify type of welding electrodes. Verify tests taken as called for in Contract Documents.
- M. For bolted connections, verify type of bolt, size, washers, and method of tightening.
- N. Verify panel to panel connections is performed in accordance with precast panel manufacturer's drawings, details, and procedures.

XII. WINDOW WALL SYSTEM

- A. Examine areas where system is to be placed for compliance with requirements for installation tolerances and other conditions affecting the system's performance with Construction Manager and Installer.
- B. Observe window wall system for structural damage or defects before installation.
- C. Verify installation, protection, testing and inspection are performed in accordance with specified requirements of the Contract Documents and the Testing Agency.
- D. Verify air infiltration and water penetration test of installed systems are performed in compliance with system performance requirements of the Contract Documents.
- E. Verify Construction Manager replaces window wall system components that are damaged due to testing or do not meet specified requirements.
- F. Verify window wall system is installed in accordance with erection sequence plan.
- G. Observe surface finishes. Verify shop paint/finish complies with Contract Documents when delivered to site.
- H. For field welding, verify welding in concealed locations to minimize distortion or discoloration of finish.
- I. Verify interface details between window wall system and precast panels and other supporting structural elements have been coordinated.
- J. Confirm Construction Manager is providing temporary supports and bracing as required to maintain position, stability and alignment as glazed aluminum curtain wall panels are being permanently connected.
- K. Verify Construction Manager is providing final protection satisfactory to window wall system Manufacturer and Installer, to ensure system is without damage or deterioration at the time of Substantial Completion.

XIII. STRUCTURAL STEEL FRAMING

- A. Verify erection, testing and inspection performed in accordance with specified requirements by Owner's Testing Laboratory.
- B. Confirm Construction Manager has provided for temporary support of structural steel elements in accordance with the AISC Code of Standard Practice.
- C. Verify steel size, grade, location and connections comply with Contract Documents. Verify steel members are straight and undamaged prior to installation.

- D. Verify that welded connections are aligned properly and are performed by certified welders. Verify type of welding electrodes. Verify weld tests taken as called for in Contract Documents.
- E. For bolted connections, verify type of bolt, size, washers and method of tightening. Verify bolt holes match and allow installation without reaming or other unacceptable procedures.
- F. Observe surface finishes. Verify shop paint/finish complies with Contract Documents when delivered to site. Verify field welds painted where required. Verify members specified not to be painted comply with the Contract Documents.
- G. Verify beam camber as indicated in Contract Documents.
- H. Verify fireproofing is applied in conformance with the Contract Documents.
- I. Verify number, size and location of shear studs complies with Contract Documents.

XIV. METAL DECKING

- A. Verify metal deck gauge, manufacturer certifications, edge support, welding pattern, welding washers and touch-up of field welds.
- B. Verify openings larger than 20" square or in diameter are framed with structural steel shapes in accordance with typical or specific details.

XV. MASONRY

- A. Verify that concrete masonry units (CMU), mortar, and grout comply with Contract Documents. Verify that prism tests are performed at specified frequencies.
- B. Verify placement of horizontal and vertical reinforcement and dowels as required by Contract Documents.
- C. Verify that cells are grouted solid at all vertical reinforcement locations; use observation holes at base of filled cells.
- D. Verify control joint locations and details.
- E. Verify CMU lateral supports provided.
- F. Verify lintel type, size and locations.

XVI. ROOF

- A. Verify roof pitch and proper placement and installation of roof drains.
- B. Verify overflow scuppers and outlets are sized and located in accordance with the Contract Documents.

XVII. MISCELLANEOUS STEEL COMPONENTS

- A. Verify that handrails, guardrails, stairways, ladders, and elevator guide rails and beams meet requirements of Contract Documents.
- B. Verify steel sizes, grades, locations and connections comply with Contract Documents.
- C. Verify that welded connections are performed by certified welders.
- D. For bolted connections, verify type of bolt, size, washers and method of tightening complies with Contract Documents.
- E. Observe surface finishes.
- F. Verify exterior window, roof, and wall system connection components anchoring these elements to the structure, and to each other, are installed in accordance with approved shop drawings.

STRUCTURAL INSPECTION PLAN FOR LAKE COUNTY EMERGENCY OPERATIONS CENTER

As the Lake County Emergency Operations Center is currently in the programming and design phase, the specific Structural Inspection Plan for this threshold building is unknown. This building is planned to be between 11,000-30,000 square feet in size and be no greater than two (2) stories high. Actual size and dimensions of building are yet to be determined; however, since this building is being funded with federal and/or state grants it is required to have a threshold inspector during construction as part of the grant requirements that are funding the construction of this building. The planned Special Inspector is not intended to replace the duties of the Building Official's Inspector, the quality control personnel of the Construction Manager.

As the specific building design has yet to be completed, a building specific detailed structural/threshold inspection plan is to be completed by the selected consultant and submitted to the Owner prior to construction. This plan is to provide a detailed inspection scope such as the preceding Lake County Judicial Center Expansion list of duties. This scope of work shall also include the general requirements listed below. All costs for this scope of work shall be based upon the hourly rates for the On-Call services negotiated as part of this RFP.

XVIII. GENERAL

- A. The Special Inspector shall be on-site to visually inspect the structural components that cannot be visually inspected after installation or construction.
- B. The scope of the inspection shall include, but shall not necessarily be limited to, the item listed in this Structural Inspection Plan. All structural components that are related to the public health, safety or welfare are to be inspected by the Special Inspector.
- C. The Special Inspector's main function is to assure that the structural components are constructed in accordance with the Contract Documents and the Building Code. The Special Inspector shall bring items within the Contract Documents that appear to be in conflict with other items in the Contract Documents or the Building Code to the immediate attention of the Architect, Construction Manager and Owner for clarification/resolution.
- D. The Special Inspector shall review and become familiar with approved shop, placement, and sequencing drawings prior to inspecting the work. The Special Inspector shall verify that shop, placement, and sequencing drawings specified as requiring approval have approval stamps and are approved. Approval shall be by the Architect and the Construction Manager or by the Construction Manager where the Architect's approval is not required by the specifications.
- E. The Special Inspector shall immediately notify the Construction Manager of any part or portion of the structure not constructed in accordance with the Contract Documents and the Building Code. Deviations, which are not immediately corrected and brought into conformance, shall be reported to the Construction Manager in writing and copies thereof immediately submitted to the Owner, Architect and Building Official. The Special Inspector is responsible for verifying nonconforming parts or portions of the structure are corrected in conformance with the Construction Documents or in conformance with remedial drawings or procedures. Corrections in conformance with the Contract Documents require no action from the Engineer of Record. Corrections that deviate from the Contract Documents require an analysis and remedial drawings and procedures.
- F. Remedial drawings and procedures shall be prepared, and signed and sealed, by a Professional Engineer registered in the State of Florida and experienced in the type of work required. The Construction Manager shall retain the Professional Engineer who prepares the remedial drawings and

procedures. Remedial drawings and procedures require review and, per Section 553.79(7)(d), Florida Statute, seal by the Engineer of Record prior to beginning remedial work.

- G. The Special Inspector shall keep a daily written record identifying type and location of structural component work being done, items inspected, deviations from the Contract Documents, record of placing and method of curing concrete, including weather, temperature, time of day and other information as required by the Building Official. A weekly progress report of daily inspections shall be submitted to the Owner, Architect (include an additional copy to the attention of the Structural Engineer of Record), Construction Manager and Building Official. The weekly progress report shall be a general summary of the daily inspection reports and shall not require reference to daily reports to understand the summary. Include in the weekly progress report a log of deviations reported in Item E and their current status. Corrected items are to be removed from the list after they have been indicated as corrected for one report. Weekly progress report shall include a statement indicating that the inspections were performed under the Special Inspector's direct supervision and that the structural components reported are being constructed, except for the deviations noted, in accordance with the Contract Documents and the Building Code.
- H. Submit a signed and sealed Certificate of Compliance and statement per Section 553.79 (7)(a) , Florida Statute, to the Building Official, Owner, Construction Manager and Architect stating that the structural components and other work inspected by the Special Inspector complies with the Contract Documents and the Building Code. Submit Certificate upon completion of the structure and prior to the issuance of a Certificate of Occupancy.

CONSTRUCTION MATERIALS TESTING

Consultant shall be capable of performing construction materials testing services for the Lake County Judicial Center Expansion, Lake County Emergency Operations Center, and various on –call projects as described earlier in this scope and all associated structures and site work. Construction materials testing shall include but not limited to moisture-density relationship tests (Proctors), density tests, laboratory testing to determine compaction characteristics, the Limerock Bearing Ratio, maximum dry density, and optimum moisture content, slump testing, curing testing, compressive strength testing, and weld and connection testing.

The consultant shall review all specifications, drawings, and other relevant information to determine the scope of testing services for each project. Copies of drawings and specifications shall be at the consultant's expense. All scope of works shall be negotiated on a project basis, however, shall be based upon the negotiated per test rate.

All test results and reports shall be provided to the County and the A/E with copies sent directly to the contractor. Deficiencies or deviations from design values should be identified in all reports. The consultant shall coordinate directly with the contractor for scheduling of all tests.

ON-CALL STRUCTURAL INSPECTION AND MATERIALS TESTING SERVICES

Lake County may desire structural inspection and construction materials testing services for building construction projects up to \$2,000,000 regardless as to whether or not a threshold inspector is required. All the services listed in the detailed list of services needed for the Lake County Judicial Center expansion above may be needed on an individual basis.